

STATE OF CALIFORNIA  
**TRAVEL EXPENSE CLAIM**

See Instructions and Privacy  
 Statement on Reverse Side

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STD 262 (REV 10/92)

|                                  |       |              |                         |       |     |                                    |                  |  |
|----------------------------------|-------|--------------|-------------------------|-------|-----|------------------------------------|------------------|--|
| CLAIMANT'S NAME<br>Karen Quarles |       |              | SSAN OR EMPLOYEE NUMBER |       |     | DEPARTMENT<br>Washington DC Office |                  |  |
| POSITION                         |       | CB/ID NUMBER | DIVISION OR BUREAU      |       |     |                                    | INDEX NUMBER     |  |
| RESIDENCE ADDRESS                |       |              | HEADQUARTERS ADDRESS    |       |     |                                    | TELEPHONE NUMBER |  |
| CITY                             | STATE | ZIP          | CITY                    | STATE | ZIP |                                    |                  |  |

| MONTH/YEAR                    |      | LOCATION<br>WHERE EXPENSES<br>WERE INCURRED | LODGING | MEALS     |       |        | INCIDENTALS | TRANSPORTATION    |           |                               |                                 | BUSINESS<br>EXPENSE | TOTAL<br>EXPENSES<br>FOR DAY |
|-------------------------------|------|---|---------|-----------|-------|--------|-------------|-------------------|-----------|-------------------------------|---------------------------------|---------------------|------------------------------|
| DATE                          | TIME |   |         | BREAKFAST | LUNCH | DINNER |             | COST OF<br>TRANS. | TYPE USED | CARFARE,<br>TOLLS,<br>PARKING | PRIVATE CAR USE<br>MILES AMOUNT |                     |                              |
| Jan-10                        |      | Washington, DC                              |         |           |       |        |             |                   |           | 8.00                          | 0.00                            |                     | 8.00                         |
| 19-Jan                        |      | Washington, DC                              |         |           |       |        |             |                   |           | 11.00                         | 0.00                            |                     | 11.00                        |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
|                               |      |   |         |           |       |        |             |                   |           |                               | 0.00                            |                     | 0.00                         |
| SUBTOTALS                     |      |   | 0.00    | 0.00      | 0.00  | 0.00   | 0.00        | 0.00              | 0.00      | 19.00                         | 0                               | 0.00                |                              |
| COLUMN CODE (ACCTG. USE ONLY) |      |   |         |           |       |        |             |                   |           |                               |                                 |                     |                              |

CLAIM TOTAL **\$19.00**

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)  
 travel to and from meetings for the month of January

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I HEREBY CERTIFY, That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

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| NORMAL WORK HOURS                                    |
| PRIVATE VEHICLE LICENSE NUMBER                       |
| MILEAGE RATE CLAIMED<br>0.445                        |
| <b>AGENCY ACCOUNTING OFFICE<br/>USE ONLY</b>         |
| PAID BY REVOLVING FUND CHECK NUMBER<br><b>240932</b> |

|  |                 |   |                 |
|--|-----------------|---|-----------------|
| CLAIMANT'S SIGNATURE                                 | DATE<br>1/31/10 | SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT | DATE<br>1-31-10 |
| SIGNATURE OF TITLE OF AUTHORITY FOR SPECIAL EXPENSES |                 |   | DATE<br>3/8/10  |